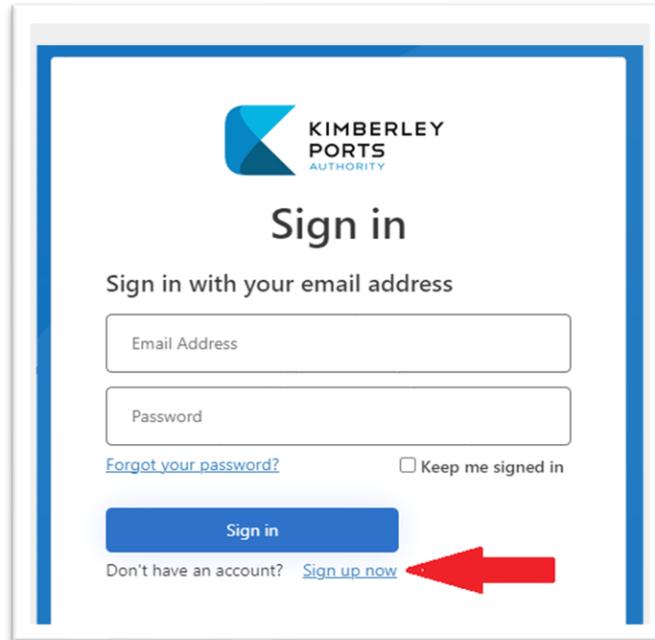


The following is a step-by-step process to register into the Kimberley Ports Authority Berth Applications Portal for the first time. Once you have registered, you simply enter your credentials on the sign in page and continue to the portal.

Step 1: Sign Up

- On the portal page, locate and click on the "Sign up now" option situated under the blue "Sign in" button.



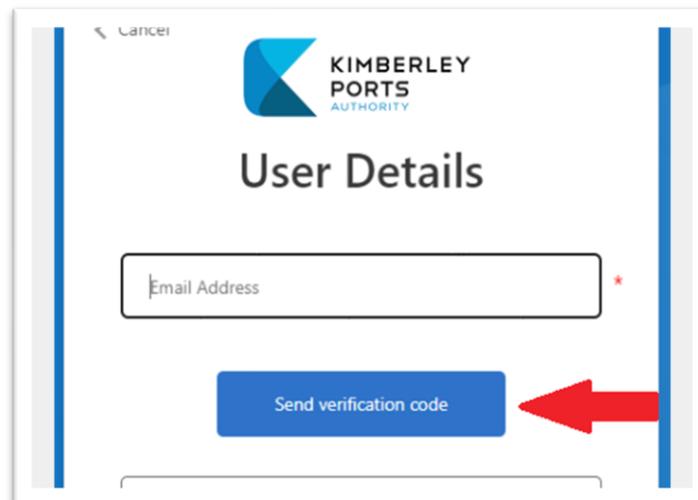
The screenshot shows the 'Sign in' page of the Kimberley Ports Authority. At the top left is the logo. The main heading is 'Sign in'. Below it, the instruction 'Sign in with your email address' is followed by two input fields: 'Email Address' and 'Password'. There is a link for 'Forgot your password?' and a checkbox for 'Keep me signed in'. A blue 'Sign in' button is present. Below the button, the text 'Don't have an account?' is followed by a blue link 'Sign up now', which is highlighted by a red arrow pointing to it from the right.

Step 2: Email Verification

- Enter your email address in the designated field.

- Click on the "Send verification code" button.

- A verification code will now be sent to your email inbox.



The screenshot shows the 'User Details' page of the Kimberley Ports Authority. At the top left is the logo. The main heading is 'User Details'. Below it is an input field for 'Email Address' with a red asterisk to its right. Below the input field is a blue button labeled 'Send verification code', which is highlighted by a red arrow pointing to it from the right.

Step 2: Email Verification (*continued*)

- Retrieve the verification code from your email inbox and enter it into the "Verification Code" field.
- Click on the "Verify code" button.

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

nodabof360@kxgif.com *

Verification Code *

Verify code Send new code

Step 3: Account Setup

- Disregard the "Change Email" button.
- Create and confirm a new password for your account, then fill in your name and phone details.
- Click on the "Create" button to proceed.

User Details

E-mail address verified. You can now continue.

Change e-mail

IGNORE

New Password *

Confirm New Password *

First Name *

Last Name *

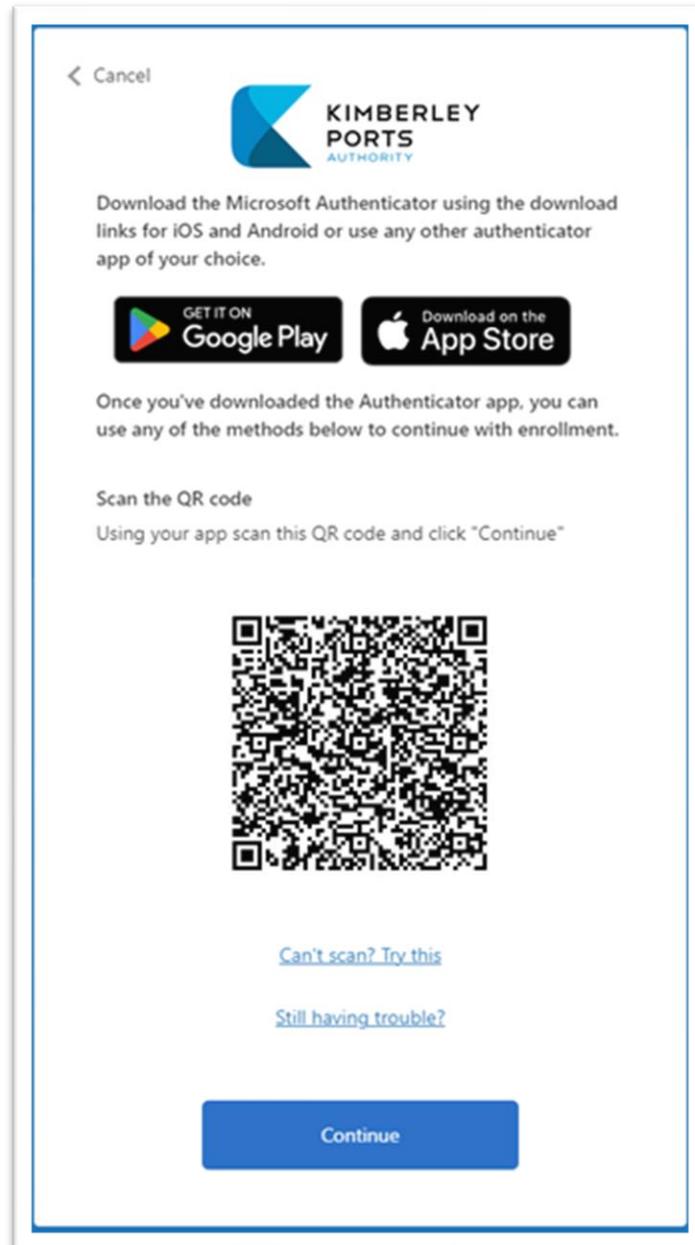
Mobile Phone *

Create

Step 3: Account Setup (*continued*)

You will then see this prompt come up on your screen.

You will now need your mobile phone. Do not use a shared mobile phone.



Step 4: Microsoft Authenticator App

- Using your mobile phone, download the Microsoft Authenticator app.

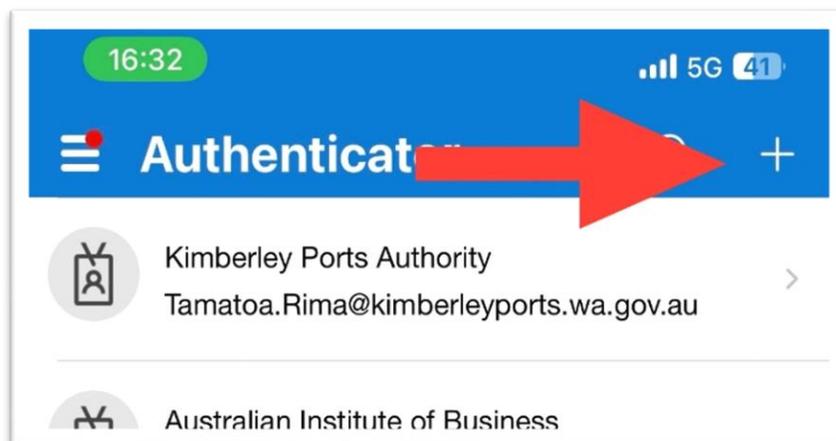
Use the QR codes below for Google or iPhone. Alternatively, search the app store on your device.



Step 5: Configure Authenticator App

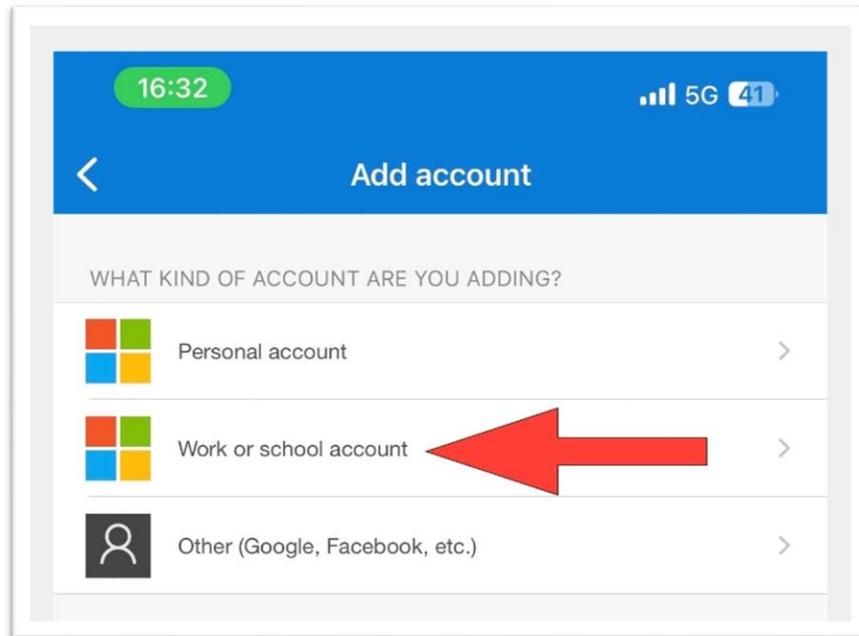
- Open the Authenticator app on your phone.

- Tap the "+" sign in the top right corner.



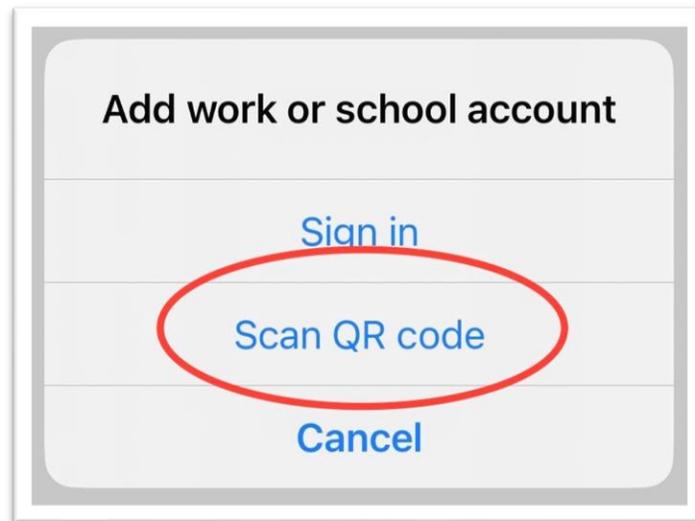
Step 5: Configure Authenticator App (*continued*)

- Choose the "work or school" option.



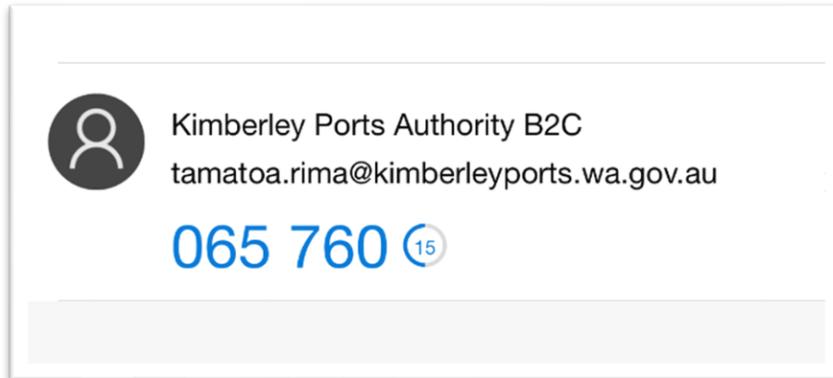
Step 5: Configure Authenticator App (*continued*)

- Select the QR code option and scan the QR code displaying on your computer from Step 3: Account Setup, above.



Step 5: Configure Authenticator App (*continued*)

- Kimberley Ports Authority B2C will appear in the list of organizations in the Authenticator app, along with a code generator.

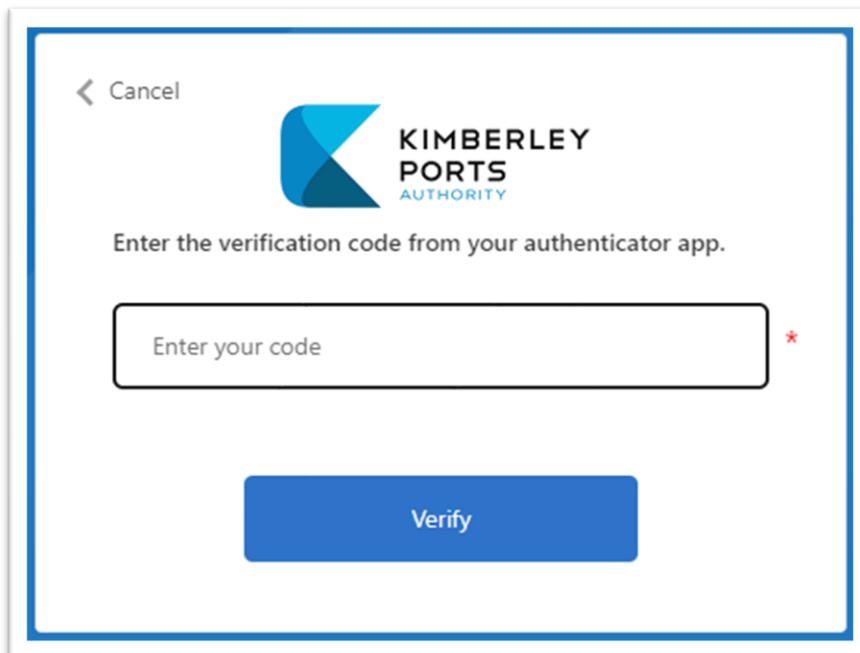


Step 6: Enter Authentication Code

- On your computer screen, Click the blue "Continue" button.

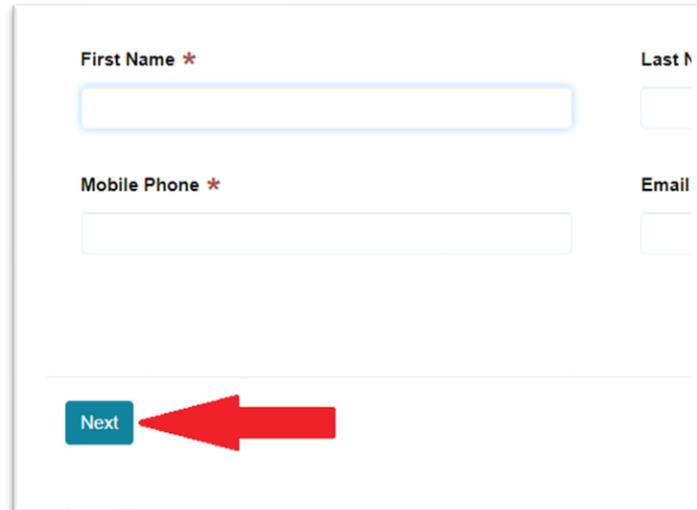
-Then, add the code generated by the Authenticator app on your phone into the designated field on your computer.

- Click "Verify" to complete the setup.



Step 7: Add Contact Details to Portal

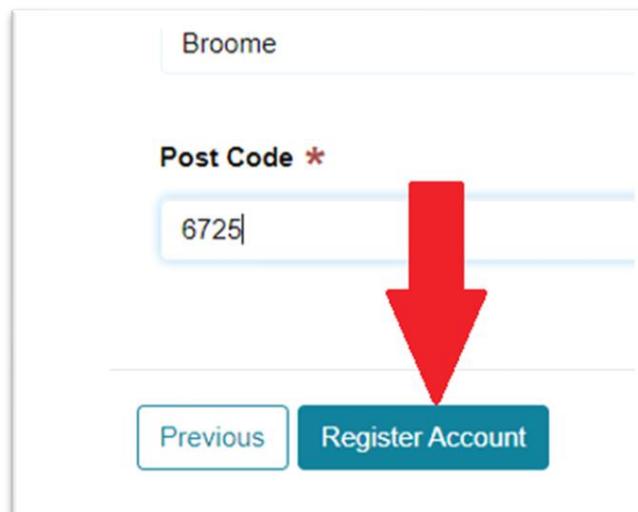
- After successful authentication, the KPA Berth Application Portal will open with your contact details pre-populated.
- Click on the "Next" button.



A screenshot of a web form for adding contact details. The form has four input fields: "First Name *", "Last Name *", "Mobile Phone *", and "Email". Each field has a corresponding input box. At the bottom left of the form is a blue button labeled "Next". A large red arrow points from the right towards the "Next" button.

Step 8: Business Details

- Input your business details into the provided fields.
- Press the "Register" button to finalize the registration process and enter the portal.



A screenshot of a web form for business details. The form has two input fields: "Broome" and "Post Code *". The "Post Code" field contains the text "6725". At the bottom of the form are two buttons: "Previous" and "Register Account". A large red arrow points from the "Post Code" field down towards the "Register Account" button.

Registration Complete

You are now registered, and can create and manage berth apps and vessels, check the berth schedule, and add other users.

To access your account, go to the berth applications link on the KPA website and enter your email, password, and authenticator code.

If assistance is required, contact Tama at tamatoa.rima@kimberleyports.wa.gov.au